



Site Remediation  
Professional Licensing  
Board

# State of New Jersey

## LICENSED SITE REMEDIATION PROFESSIONAL LICENSURE APPLICATION FORM INSTRUCTIONS

### NOTE TO APPLICANTS:

The New Jersey Site Remediation Professional Licensing Board (Board) welcomes applications from individuals seeking to become Licensed Site Remediation Professionals (LSRPs).

The site remediation professional license is granted to individuals who are determined by the Board to meet the eligibility requirements for licensure, which are set forth in the Site Remediation Reform Act (SRRA) at N.J.S.A. 58:10C-1 et seq.

This application is the first step towards obtaining the LSRP license. Applicants whose applications are approved by the Board will be notified that they are candidates for the LSRP examination. Candidates must successfully complete and obtain a passing grade on the LSRP examination and pay the annual license fee to be issued a non-transferable license.

The following pages provide detailed instructions for the completion of the LSRP Licensure Application Form. **Applicants are directed to read the Application Instructions thoroughly before completing the application.**

### FORMAT OF APPLICATION:

**The Board requires typed applications and attachments.**

Because the LSRP license is issued to an individual, each applicant is directed to use the first person singular to describe specifically his or her own work experience and responsibilities. Applicants may not take credit for work done by their firm as a whole. Each applicant may only claim credit for his or her individual work.

The Board will notify the applicant if the application is found to be deficient because the applicant has not:

1. Completed the application according to the instructions;
2. Responded completely to each item in the application;
3. Signed the application;
4. Had the application notarized;
5. Provided transcripts;
6. Provided three letters of reference; or
7. Submitted the appropriate application fee.

An applicant that has been notified that his or her application is deficient shall correct the deficiencies no later than 30 days after the notification. Failure to do so shall be grounds for denial of the application.

### SUPPLEMENTAL INFORMATION:

An applicant may be requested to appear for a personal interview before the Board to discuss the contents of his or her application. An applicant shall cooperate in any request from the Board for him or her to appear for a personal interview to discuss the application. Failure to cooperate with the Board's request shall be grounds for denial of the application.

An applicant may be requested to submit additional information to the Board. An applicant shall submit any additional information the Board requests. Failure to comply with the Board's request shall be grounds for denial of the application.

At any time during its review of an application the Board may request information about an applicant from the New Jersey Department of Environmental Protection (the Department), current and former employers or supervisors, educational institutions, or any other third person that may have information relevant to the Board's review of the application. By signing the affidavit in Section 12 the applicant consents to a thorough investigation of his or her past and present employment and other activities, and authorizes all educational institutions, employers, supervisors, agencies and all governmental agencies and instrumentalities, and any other third person that may have information relevant to the application, to release information, files or records requested by the Board.

## **SUBMISSION OF APPLICATION:**

**Mail completed applications with the application fee of \$400 to the address below. Payment must be in the form of a check payable to "Treasurer, State of NJ".**

New Jersey Site Remediation Professional Licensing Board  
c/o NJDEP Site Remediation Program  
P.O. Box 420  
Mail Code 401-05A  
Trenton, NJ 08625-0420

## **SECTION 1. APPLICANT INFORMATION**

Affix a clear, full-face passport style photograph (2" x 2") of the applicant's head and shoulders to the space provided on the application. The photograph must have been taken within the last six months prior to the date of this application. Print the applicant's full name on the back of the photograph and affix it to the application with double sided tape. Do not staple or clip the photo, since it may damage the photo.

Type the applicant's last name, first name, and middle initial **EXACTLY** as they appear on the Government issued photo identification (driver's license, passport) that is required to be presented on the day of the LSRP exam. If the applicant has changed name due to marriage, include the maiden name as well.

If the Board will receive information about the applicant under a different name, indicate "Yes" and fill in that name.

### **Home Mailing Address**

Provide the applicant's home mailing address, email address, and phone numbers.

### **Business Name and Mailing Address**

Provide the applicant's business mailing address, email address, and phone numbers.

Indicate which address (home or business) the Board is requested to use for all correspondence and billing.

Provide daytime and evening phone numbers that the Board may use to contact the applicant in case of a question about the application or other licensure matters.

### **Disability Covered under the Americans with Disabilities Act**

Indicate if the applicant has a disability covered under the Americans with Disabilities Act (see <http://www.ada.gov/pubs/adastatute08.htm>) that requires an exam administration modification. Applicants indicating "Yes" to this question will be contacted in the near future by the Exam Administrator for more information.

## **SECTION 2. RELEVANT TRAINING AND COURSEWORK**

Provide a copy of the certificate that demonstrates proof of completion of the following courses:

- a. 40-hour health & safety training course pursuant to 29 CFR 1910.120;
- b. 8-hour health & safety refresher course pursuant to 29 CFR 1910.120 which must have been completed no more than one year prior to application;
- c. Course approved by the Board on the State's rules and regulations concerning the technical requirements for site remediation which must have been completed no more than three years prior to submission of the application.
- d. Additional courses or training relevant to site remediation, excluding courses completed as part of a degree included in Section 5. Additional courses are not required, but if included will be considered by the Board in assessing the candidate's qualifications.

## **SECTION 3. CURRENT RESUME**

Attach a current resume to this application.

## **SECTION 4. LETTERS OF REFERENCE**

The applicant shall request three separate individuals with personal knowledge of the applicant's training, experience and professional conduct to submit a letter of reference directly to the Board. The three separate letters of reference shall be from each of the following persons:

1. An LSRP;
2. A current or past employer of the applicant from any state; and
3. A person of the applicant's choosing. This person may be an LSRP or current or past employer of the applicant who is different from the LSRP or employer who submitted a letter of reference pursuant to 1 or 2 above.

The "current or past employer of the applicant from any state" must be an individual with managerial or executive authority at a firm by which the applicant was employed with sufficient personal knowledge of the applicant to be able to truthfully and accurately complete the letter of reference form.

The letter of reference shall consist of the completed letter of reference form which must be personally signed by the individual completing the form along with any supporting data, documents or information submitted by the writer of the letter of reference. The applicant shall provide a letter of reference form, which is available on the Board website at [www.nj.gov/lrspboard](http://www.nj.gov/lrspboard), to each individual that the applicant has requested to provide a reference on his or her behalf, and direct the writer of the reference to deliver the completed reference form along with any supporting data, documents or information to:

New Jersey Site Remediation Professional Licensing Board  
c/o NJDEP Site Remediation Program  
P.O. Box 420  
Mail Code 401-05A  
Trenton, NJ 08625-0420

## SECTION 5. EDUCATION

To be eligible for a license an applicant must hold a bachelor's degree or higher in natural, chemical or physical science or an engineering degree in a discipline related to site remediation from an accredited institution of higher education.

A bachelor's degree or equivalent engineering degree, or higher, from an accredited institution of higher education in the following disciplines will be presumed to meet the education requirements for a license.

Biochemistry	Epidemiology
Biology	Geology
Chemical Engineering	Geotechnical Engineering
Chemistry	Hazardous Waste Management
Civil Engineering	Hydrogeology
Earth Science	Hydrology
Environmental Engineering	Environmental Risk Assessment
Environmental Science	Soil Science
Environmental Studies	Water Resources
Ecology	Wetland Science

The disciplines listed above are provided as guidance and are not a comprehensive list. Applicants with a degree in a discipline not listed above may request the Board to provide a preliminary assessment as to whether the degree will meet the education requirements.

**a. Provide the applicant's degree(s), and the following information for each degree:**

1. The degree (i.e. Bachelor of Science, Master of Science, etc.);
2. The major field of study or discipline in which the degree was granted (i.e. Biology, Chemistry, etc.);
3. The name and address of the institution that granted the degree;
4. The month and year the degree was conferred; and
5. Whether the institution granting the degree is accredited by the U.S. Department of Education; or, for engineering degrees, whether the engineering program is accredited by the Accreditation Board for Engineering and Technology. Information on accreditation may be obtained from <http://www.ope.ed.gov/accreditation/search.aspx> and <http://main.abet.org/aps/Accreditedprogramsearch.aspx>

Relevant advanced degrees for which the applicant is requesting professional experience credit should also be included in this table.

- b. An original official transcript from each institution granting a degree listed by the applicant must be provided.  
**PHOTOCOPIES WILL NOT BE ACCEPTED.**

Request that the institution deliver the official transcript directly to:

New Jersey Site Remediation Professional Licensing Board  
c/o NJDEP Site Remediation Program  
P.O. Box 420  
Mail Code 401-05A  
Trenton, NJ 08625-0420

- c. Indicate if each of the institutions listed above is located in the United States.

**d. Special Instructions for Applicants with Degrees Granted by Institutions Located in Countries Outside of the United States**

Degrees from institutions located in countries outside of the United States must be **evaluated by a review service at the applicant's cost**. For more information, see Appendix A.

**e. Special Instructions for Applicants Whose Primary Language Is Not English**

Each applicant whose primary language is not English **and** who received his or her degree(s) from an institution located in a country where the primary language is not English is required to take and pass with a score of 90 or above the Test of English as a Foreign Language. Information on the Test of English as a Foreign Language may be obtained from <http://www.toefl.org>.

Request that the Educational Testing Service deliver the Score Report directly to:

New Jersey Site Remediation Professional Licensing Board  
c/o NJDEP Site Remediation Program  
P.O. Box 420  
Mail Code 401-05A  
Trenton, NJ 08625-0420

**SECTION 6. PROFESSIONAL CONDUCT**

The questions in this section are asked to assess the conduct and character of applicants. Applications submitted by individuals that have been convicted of, or plead guilty to, an environmental crime, any similar or related criminal offense under federal or state law, or any crime involving fraud, theft by deception, forgery or any similar or related offense under federal or state law will be denied.

Applications submitted by individuals that have had a professional license revoked by any state licensing board or any other professional licensing agency within the previous 10 years will be denied.

**SECTION 7. SOCIAL SECURITY NUMBER**

**Each applicant must provide his or her Social Security number for the reasons stated in the application form. Failure to do so will result in denial of the application.**

**SECTION 8. CITIZENSHIP / IMMIGRATION STATUS**

Federal law limits the issuance or renewal of professional or occupational licenses or certificates to U.S. citizens or qualified aliens. To comply with this federal law, check the appropriate box which indicates the applicant's citizenship/immigration status. If the applicant is not a U.S. citizen, attach a copy of the applicant's alien registration card (front and back) or other documentation issued by the office of U.S. Citizenship and Immigration Services (USCIS).

Questions about the applicant's immigration status and whether or not it is a qualifying status under federal law should be directed to the USCIS at: 1-800-375-5283.

**SECTION 9. CHILD SUPPORT**

Pursuant to N.J.S.A. 2A:17-56.44e, each applicant is required to provide information regarding child support obligations.

In accordance with N.J.S.A. 2A:17-56.44d, an answer of "Yes" to any of questions 1-4 will result in a denial of the application.

## Section 10. FULL-TIME PROFESSIONAL EXPERIENCE

To be eligible for a license an applicant must have at least eight years of **full-time professional experience** in the field of site remediation, of which at least five years shall have occurred in New Jersey and at least three years shall have occurred in New Jersey immediately prior to submission of the application.

**“Full-time professional experience”** includes experience in which an applicant is required to apply scientific or engineering principles to contaminated site remediation where the resulting conclusions form the basis for reports, studies or other documents connected with the remediation of a contaminated site. The Board may consider the applicant's work activities, field of practice, duration of employment, and work products prepared in determining the credit to be allowed for professional experience. The Board may allow applicants with relevant advanced degrees up to two years of credit for professional experience, of which one year of credit may be awarded for applicants who have earned a master's degree in a relevant field of study and up to two years of credit may be awarded for applicants who have earned a doctorate degree in a relevant field of study.

In order to claim full-time professional experience, the applicant must have worked at the firm an average of at least 40 hours/week, with an average of at least 20 hours/week devoted to the application of scientific or engineering principles to contaminated site remediation where the resulting conclusions form the basis for reports, studies or other documents connected with the remediation of a contaminated site.

In Table 10a the applicant is required to detail his or her work history.

In Table 10b the applicant is asked to specify the advanced degrees the applicant has earned for which he or she seeks credit for full-time professional experience.

## Section 11. PROFESSIONAL EXPERIENCE in New Jersey

To be eligible for a license an applicant must have a minimum of 5,000 hours of relevant professional experience within New Jersey over the five years immediately prior to submission of the application that is of a professional grade and character that indicates the applicant is competent to issue a response action outcome.

**“Relevant Professional Experience”** means experience working under the direction of an LSRP within an organization whose primary activity is the remediation of contaminated sites. To prove relevant professional experience, the applicant must demonstrate:

1. He or she has knowledge of and familiarity with implementing the technical, scientific and regulatory aspects of site remediation, including experience investigating, designing, implementing and/or managing within each phase of the site remediation process:
  - Preliminary Assessment (PA)
  - Site Investigation (SI)
  - Remedial Investigation (RI)
  - Remedial Action (RA);
2. He or she has produced, or participated in producing, workplans and/or reports for each phase of the site remediation process (PA, SI, RI and RA); and
3. He or she has knowledge of and experience with meeting the Department's administrative requirements, including but not limited to, requirements pertaining to submittal of forms, regulatory and mandatory timeframes, applicable fees, presumptive remedies, remedial action permits and public notification.

In Table 11a the applicant is required to provide detailed information about each project that the applicant has personally worked on that will establish his or her claim to relevant professional experience. The applicant should list projects from most current, going back in time, until the total number of hours of relevant professional experience within New Jersey equals or exceeds 5,000 hours. These 5,000 hours of relevant professional experience within New Jersey must have been acquired in the five-year period immediately prior to submission of this application.

The applicant shall provide the following information for each project:

- The project name as it is known by the NJDEP.
- The NJDEP Program Interest (PI) Number
- The municipality and county where the project site is located.
- For each remedial phase of the project indicate if the applicant personally worked on the project, personally produced or participated in producing workplans and/or reports for the project, and if the applicant gained experience meeting the Department's administrative requirements by submitting forms, meeting timeframes, submitting fees, applying presumptive remedies, applying for remedial action permits, or preparing public notifications.

- The duration of the applicant's personal involvement with the project. Do not include periods of time that other members of the firm worked on the project, unless the applicant was also personally involved.
- The estimated hours of time that the applicant personally worked on the project that he or she is counting towards his or her relevant professional experience. This is time that the applicant personally billed for working on the technical, scientific and regulatory aspects of the site remediation. It does not include time spent travelling to sites, providing customer service, preparing proposals or cost estimates, or other activities in which technical, scientific or regulatory knowledge was not applied to site remediation activities.

In Section 11b the applicant is required to provide a project history and project description for as many projects listed in Table 11a as is necessary to document that he or she has satisfied each of the elements of relevant professional experience.

For example, to satisfy the requirements of Section 11b, the applicant could submit a project history and project description for any one project that he or she listed in Table 11a in which he or she had experience:

1. Implementing the technical, scientific and regulatory aspects of site remediation, including experience investigating, designing, implementing and/or managing within each phase of the site remediation process (PA, SI, RI and RA);
2. Producing, or participating in producing, workplans and/or reports for each phase of the site remediation process (PA, SI, RI and RA); and
3. Meeting the Department's administrative requirements, including but not limited to, requirements pertaining to submittal of forms, regulatory and mandatory timeframes, applicable fees, presumptive remedies, remedial action permits and public notification, as applicable within each phase of the site remediation process (PA, SI, RI and RA).

If the applicant does not have all of the elements of relevant professional experience in any one project, the applicant may submit project histories and project descriptions for as many projects listed in Table 11a as needed to document that the total of his or her experience amounts to experience in (1), (2) and (3) above in each phase of the site remediation process.

The Board will use the information provided in Section 11 to evaluate the applicant's professional experience to determine whether it is of a professional grade and character that indicates the applicant is competent to issue a response action outcome.

## **Section 12. APPLICATION AFFIDAVIT**

Date and sign the affidavit before a notary public.

## LICENSED SITE REMEDIATION PROFESSIONAL LICENSURE APPLICATION FORM CHECKLIST

Check if included in Application	Section of Application	INFORMATION
		Application Fee of \$400.00 Checks should be made payable to "Treasurer, State of New Jersey"
	1	Passport style photograph. Include full name on back of photograph
	1	Type the applicant's last name, first name and middle initial EXACTLY as they appear on the Government issued photo identification (driver's license, passport) that is required to be presented on the day of the exam
	1	Home mailing address
	1	Business mailing address
	1	Box checked to indicate the address the Board should use for billing and correspondence
	1	Box checked and phone number identified where the Board can contact the applicant during the day and evening.
	1	Box checked if the applicant is in need of an exam administration modification due to Americans with Disabilities Act.
	2	Include copies of course completion certificates for the following: a. 40-hour health & safety training b. 8-hour refresher training c. Board approved course on Technical Requirements for Site Remediation d. Additional courses or training relevant to site remediation (optional)
	3	Copy of current resume
	4	3 letters of reference requested to be delivered to Board in support of application
	5	a. Complete table of degrees b. Order Transcripts to be delivered to the Board from each institution granting degrees c. Order degree evaluation if degree granted from institution located outside the United States d. Order Score Report from Educational Testing Service for TOEFL if required
	6	Answer all professional conduct questions and attach pertinent documents if required Provide information regarding all professional licenses and certificates and attach copy of proof of licensure
	7	Provide Social Security Number or Taxpayer Identification Number
	8	Citizenship/Immigration Status Check box that applies
	9	Child Support Check box that applies
	10	Table 10a and Table 10b completed with information on full-time professional experience and advanced degrees for which requesting credit for full-time professional experience.
	11	Table 11a completed with projects demonstrating relevant professional experience.
	11	Section 11b project histories and project descriptions.
	12	Sign Affidavit before a Notary Public Notary Public must sign and affix seal on the page
		Mail Application to  New Jersey Site Remediation Professional Licensing Board c/o NJDEP Site Remediation Program P.O. Box 420 Mail Code 401-05A Trenton, NJ 08625-0420



## APPENDIX A

### Further Information about Degrees from Institutions Outside of the United States

**FAQ:** I have a degree from an institution of higher education outside of the United States. For my application to the New Jersey State Board of Professional Engineers and Land Surveyors, I previously had my degree evaluated by a review service that the NJ PE Board accepted. Do I have to have my degree evaluated again?

**Answer:** The applicant may submit a copy of the evaluation that was previously accepted by the New Jersey State Board of Professional Engineers and Land Surveyors, provided that it includes the following information: the institution(s) attended and evaluated, dates of attendance, credentials received, and the United States equivalent. Additionally, the evaluation shall list the individual courses taken for each credential received. The Board will review the evaluation and determine whether to accept it or request another evaluation.

**FAQ:** I have a degree from an institution of higher education outside of the United States. As part of my acceptance for graduate school in the United States, I had my degree evaluated by a review service that the graduate school accepted. Do I have to have my degree evaluated again?

**Answer:** The applicant may submit a copy of the evaluation that was previously accepted by an accredited graduate school in the United States, provided that it includes the following information: the institution(s) attended and evaluated, dates of attendance, credentials received, and the United States equivalent. Additionally, the evaluation shall list the individual courses taken for each credential received. The Board will review the evaluation and determine whether to accept it or request another evaluation.

**FAQ:** Is there a list of foreign degree evaluation services that are acceptable to the Board? **Answer:** Below is a list of evaluation services that are acceptable to the Board. Be aware that the Board does not endorse any of the companies listed below; however, they are companies that have been found acceptable by the New Jersey Department of Education and the New Jersey Board of Professional Engineers and Land Surveyors.

**Answer:**

World Education Services, Inc. P.O. Box 5087 Bowling Green Station New York, NY 10274-5087 Phone: (212) 966-6311 Fax: (212) 739-6100 Email <a href="mailto:info@wes.org">info@wes.org</a> <a href="http://www.wes.org">http://www.wes.org</a>	Educational Credential Evaluators, Inc. P.O. Box 514070 Milwaukee, WI 53203-3470 Phone: (414) 289-3400 Fax: (414) 289-3411 Email: <a href="mailto:eval@ece.org">eval@ece.org</a> <a href="http://www.ece.org">http://www.ece.org</a>	Foreign Academic Credentials Service, Inc. P.O. Box 400 Glen Carbon, IL 62034 Phone: (618) 307-6036 (9:30 - 12:00 CST) (618) 656-5291 (1:00 - 5:00 CST) Fax: (618) 656-5292 Email: <a href="mailto:admin@facsusa.com">admin@facsusa.com</a> <a href="http://www.facsusa.com">http://www.facsusa.com</a>
International Education Research Foundation, Inc. P.O. Box 3665 Culver City, CA 90231-3665 Phone: (310) 258-9451 Fax: (310) 342-7086 Email: <a href="mailto:information@ierf.org">information@ierf.org</a> <a href="http://www.ierf.org">http://www.ierf.org</a>	Josef Silny & Associates, Inc. 7101 SW 102 Avenue Miami, FL 33173 USA Phone (305) 273-1616 Web address: <a href="http://www.jsilny.com">www.jsilny.com</a> Email address: <a href="mailto:info@jsilny.com">info@jsilny.com</a>	Educational Perspectives P.O. Box 618056 Chicago, IL 60661 USA Phone (312) 421-9300 Web address: <a href="http://www.edperspective.org">www.edperspective.org</a> Email address: <a href="mailto:info@edperspective.org">info@edperspective.org</a>
Educated Choices 127 Inwood Avenue Upper Montclair, NJ 07043 Phone: 973-746-6512 <a href="http://www.educatedchoices.com">http://www.educatedchoices.com</a>		